

# Minutes

## Technology in Counselling Board Meeting

Sept. 24, 2015, 8:00pm EST  
Location: via VSee with teleconferencing  
Minutes prepared by Linda Rombough

### Present

Dan Mitchell (President)  
Sherry Law (President Elect)  
Dawn Schell (Treasurer)  
Linda Rombough (Secretary)  
Constance Lynn Hummel (Director at Large)

### Regrets

Lawrence Murphy (Director at Large)  
Shawn Smith (Director at Large)  
Michel Turcotte (Liaison to National Board)

1. **President Opened Meeting**
2. **Motion to approve 2015.07.22 Minutes with Amendments**

<b>Agenda Notes</b>	"Funds available \$960" incorrect. Should read "Cheque on hand \$864.00 will be deposited once bank account is set up."  Upon acceptance, Dan to forward minutes to National Office for website publication.
<b>Comments/Discussion</b>	Approved minutes with the following changes Sherry motion to approve minutes Dawn seconded. Passed.

3. **Additional Agenda Items Today?**

<b>Comments/Discussion</b>	No additional items tabled.
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#### 4. Announcements

<b>Agenda Notes</b>	<p><b>Secretary Position</b></p> <p>Thank you to Linda Rombough for stepping into this role! Shadow Secretary now needed. Volunteers?</p> <ul style="list-style-type: none"> <li>• Need someone to shadow</li> <li>• Needs to be addressed</li> </ul>
<b>Comments/Discussion</b>	Dan thanked Linda for accepting to take on this position, and asked if anyone would be willing to shadow. No responses at this time, but will look at filling this position in the future.
<b>Agenda Notes</b>	<p><b>Leaders of Tomorrow Development Program</b></p> <p>Congratulations to Sherry Law, selected as the candidate from New Brunswick!</p> <ul style="list-style-type: none"> <li>• Workshop where the executive board taking over role for retired executive</li> <li>• Great leader</li> </ul>
<b>Comments/Discussion</b>	Dan congratulated Sherry on being selected. Sherry indicated that this is an excellent opportunity, as it is an opportunity to be groomed for a senior position within the CCPA.

#### 5. Financial Report

<b>Agenda Notes</b>	<p><b>Banking</b></p> <ul style="list-style-type: none"> <li>• Cheque on hand \$864.00 will be deposited once bank account is set up.</li> <li>• President and Treasurer must be signing authorities. Linda R will be a backup person with signing authority.</li> </ul>
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<b>Comments/Discussion</b>	<ul style="list-style-type: none"> <li>• Dawn indicated that she met with the Royal Bank where she learnt that there are two options available: <ul style="list-style-type: none"> <li>a) Business Acct. @\$20/mth.</li> <li>b) Electronic Acct. (free).</li> <li>c) Community Service Acct. @ \$3.75/mth.</li> </ul> </li> <li>• Although b) is a cheaper option Dawn felt that it may not be the best solution, as it does not require the dual signatures.</li> <li>• It was felt that the best fit is the Community Service Acct.</li> <li>• Dawn hasn't reached anyone yet to finalize.</li> <li>• VanCity Acct. are free for NFP's but they're not a national bank.</li> <li>• When writing cheques, it was decided that Dawn and Dan will Express Post cheques to obtain the 2<sup>nd</sup> signature. This will add extra cost but since there are few transactions, it isn't a concern.</li> </ul>
<b>Agenda Notes</b>	<p><b>Budget</b></p> <ul style="list-style-type: none"> <li>• We expect to spend up to approximately \$450 for the AGM luncheon. Likely much less.</li> <li>• Teleconference fees to date \$69.65</li> <li>• Other budget items will emerge from department goals &amp; needs.</li> </ul>
<b>Comments/Discussion</b>	<ul style="list-style-type: none"> <li>• Need to think about having a budget. Excited about this, as it will help with planning.</li> <li>• Our budget will come out of the action items that will arise.</li> <li>• With regards to the Spring Conference luncheon, we are not expecting many people to attend. Dan estimates approx. 30 people for a total cost of approx. \$450.</li> </ul>

## 6. Name of Chapter

<b>Agenda Notes</b>	Survey has gone out to members. 12 responses so far. Results next meeting. <ul style="list-style-type: none"> <li>• Only 12 responses so far.</li> <li>• Will talk about the net results next meeting, and come to a decision then.</li> </ul>
<b>Comments/Discussion</b>	No additional information.

## 7. Items for Discussion, Decision, and Action

<b>Agenda Notes</b>	<p><b>Organizations Structure</b> (See separate document entitled Action Items.)</p> <p><b>Purpose</b></p> <ul style="list-style-type: none"> <li>• To create a structure that reflects Chapter goals</li> <li>• To lay the foundation for present and future leadership so that Chapter goals can be achieved.</li> <li>• To separate cluttered minutes from at-a-glance decisions</li> <li>• To enable board members to easily identify their actionable items in broader context of other Chapter activities.</li> <li>• To track and celebrate actions taken.</li> </ul>
<b>Comments/Discussion</b>	<ul style="list-style-type: none"> <li>• Dan and Sherri grouped goals in a meaningful way, labelled by the task.</li> <li>• Many goals around Member Relations.</li> <li>• Helps refine the notion of the committees being responsible.</li> <li>• Helps us be more focused, and many goals to work towards.</li> <li>• Sherry proposed forming committees around goals.</li> <li>• Will help with our semi-annual reporting to Head Office.</li> <li>• Linda proposed centralizing our communications and documents using Wiggio. She will setup for testing.</li> <li>• Sherri and Josh have expressed an interest in working with Member Relations.</li> <li>• Approach Head Office with regards to exploring Ethics. Linda will flush this out further, and Dan will explore</li> </ul>

	<p>this as well. Constance interested in Ethics as well, and happy to help, as she teaches this subject at the university, and can contribute to this.</p> <ul style="list-style-type: none"><li>• Sherri and Dan have expressed an interest in educating MP's on what our Chapter does.</li><li>• Dawn is working on finalizing bio's.</li><li>• Linda will lead the Web Development committee. Contact Corina at the national website to find out capacity of web services.</li><li>• We are free to ask members to help with goals and tasks.</li><li>• Finance will be led by Dawn automatically as well as Dan.</li><li>• We can all contribute to Member Relations using apps for website like blogging.</li><li>• If 6 of us on the committee take one action step per 8 meetings (1 every month and half), we can accomplish a significant number of items over the course of the year.</li></ul>
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## 8. Meeting Adjournment

Meeting was adjourned at 9:02 EST on Thursday September 24<sup>th</sup>, 2015.

## 9. Next Meeting

No date selected.